

The Tennessee Correction Academy

The Tennessee Correction Academy is proud to provide the following training opportunities. The 2004-05 Training Year provides a great number of specialty programs as well as standard pre-service and in-service opportunities for the Department of Correction and Department of Children's Services personnel. If you have any questions about our programs, please call (931) 461-7686 for further information.

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Tennessee Correction Academy

Our Mission, Our Vision, Our Goals

Mission Statement

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

Vision Statement

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

Values

- Implementing a targeted training system
- Operating in a quality training environment
 - Making training a leading priority

Pre-Service Training for TDOC □FY 2004-2005

Class #	Begin/End Date of Correctional Officers	Begin/End Date for Non-Security for TDOC
501	July 12 – August 20, 2004	July 19-30, 2004
502	August 2 – September 10, 2004	August 9-20, 2004
503	August 23 – October 1, 2004	August 30 – September 10, 2004
504	September 13 – October 22, 2004	September 20 –October 1, 2004
505	October 4 – November 11, 2004	October 11-22, 2004
506	October 25 – December 3, 2004	November 1-11, 2004
507	November 15 – December 24, 2004	November 22 – December 3, 2004
508	December 6, 2004 – January 21, 2005	December 13 – 24, 2004
509	January 3 – February 11, 2005	January 10-21, 2005
510	January 24-March 4, 2005	January 31 – February 11, 2005
511	February 14-March 24, 2005	February 22 – March 4, 2005
512	March 7 – April 15, 2005	March 14-24, 2005
513	March 28 – May 6, 2005	April 4-15, 2005
514	April 18 – May 27, 2005	April 25 – May 6, 2005
515	May 9 – June 17, 2005	May 16-27, 2005
516	May 31 - July 8, 2005	June 6-17, 2005
517	June 20 – July 29, 2005	

Pre-Service Training for TDCS □FY 2004-2005

Class #	Begin/End Date of TDCS Personnel
501	July 12-30, 2004
502	August 2-20, 2004
503	August 23 – September 10, 2004
504	September 13 – October 1, 2004
505	October 4-22, 2004
506	October 25 – November 11, 2004
507	November 15 – December 3, 2004
508	December 6 – 24, 2004
509	January 3-21, 2005
510	January 24-February 11, 2005
511	February 14-March 4, 2005
512	March 7 –24, 2005
513	March 28 – April 15, 2005
514	April 18 – May 6, 2005
515	May 9 – 27, 2005
516	May 31- June 17, 2005
517	June 20 – July 8, 2005

CORE TRAINING

2004-2005 Training Year Course Schedule

Common Core

These two-day, sixteen (16) hour programs are delivered locally for TDOC staff who do not attend 32 hours of training at the Academy.

Common Core 2004-2005
<ul style="list-style-type: none">• I Can't Believe That Happened• Professionalism/Positive Attitude• Policy Jeopardy• Write Right• Working With Difficult People• No "I" in Team• STG• The Great Melting Pot

“Air Course Academy”

This year the Academy will begin a full implementation of its distance learning training program. Nicknamed the “*Air Course Academy*”, this program will allow a highly cost-effective means of providing training for specifically targeted employee groups. Training schedules will be made available through local Training Specialists and will be published on the Academy website.

There are essentially two forms of programming anticipated for the delivery of training. Either Point-to-Point, or Multi-Point, hookups are available and are described below.

Single Site, or *Point-to-Point*, programming from the Academy to a single receiving location is absolutely *free* and requires only the simple mechanism of individual scheduling for one time occurrences – or rotational scheduling, if repetitive system-wide coverage is desired. It uses and coexists on the Department’s existing network with no connect charge incurred for either of the two participating locations.

Examples:

- ⇒ Single-site reception of a **live** satellite downlink from the Academy
- ⇒ Single-site reception of pre-recorded material from the Academy (satellite rebroadcasts, previously conducted training sessions, training videos, etc.)
- ⇒ Single-site live interactive programming from the Academy

Multiple Site, or *Multi-Point*, programming from the Academy to several simultaneously receiving locations requires external hardware resources from the Office of Information Resources (OIR) and involves an hourly charge for all participants. Connect charges of \$25.00 per hour per site are incurred. For instance, a Multi-Point session including the **Academy**, West Region’s **WTSP**, Middle Region’s **DSNF**, and East Region’s **NECX**, would cost \$100.00 per hour.

Examples:

- ⇒ Simultaneous system-wide time or event-critical meetings or conferences
- ⇒ Simultaneous system-wide time or event-critical training for specific employee categories

Video Conferencing Library

Over the years, the National Institute of Corrections, the U.S. Department of Justice, and the Office of Juvenile Justice and Delinquency Prevention have produced a number of video's available to assist departments across the nation. Many of those are now available for rebroadcast from the Academy via the TDOC's video conferencing link. Videos currently available are:

Topics:

What Works and What Doesn't? (NIC-120)
Restorative Justice (NIC-120)
Has the Juvenile Court Out-lived its Usefulness? (NIC-105)
Youth Gangs in America (DOJ-120)
Leadership Challenges - Juvenile Corrections & Detention (DOJ-120)
Juvenile Offenders Drug Treatment - Promising Approaches (DOJ-120)
Managing Youthful Offenders in Adult Institutions (NIC-120)
Comprehensive Juvenile Justice in State Legislatures (OJJDP-90)
Gangs, Corrections and the Community (NIC-120)
Psychopaths: Their Nature and Impact on Corrections (NIC-120)
Cognitive Approaches to Offender Behavior (NIC-120)
Successful Interventions for Serious/Violent Offenders (OJJDP-120)
Females and the Juvenile Justice System (OJJDP-120)
Correctional Strategies in Gang Management (NIC-120)
Options for Managing Difficult Inmates (NIC-120)
Addressing Staff Sexual Misconduct (NIC-120)
Collaborative Approach to Staff Recruitment and Retention (NIC - 180)
Transition from Prison to the Community (NIC-180)
Building New Employee Success w/Effective FTO Programs (NIC-180)
Institutional Culture: Does it help/hurt your prison's mission? (NIC-180)

Upcoming broadcasts will be added to this series as they are conducted.

The next two slated to occur are:

(07/21/2004) How the PREA [Prison Rape Elimination Act] Affects You (NIC-180)

(09/1/2004) Classification of High-Risk Offenders (NIC-180)

User-Paced Instruction

The Academy has developed the following CD-ROM Individualized (User-Paced) Instruction Modules to allow for remedial or specialty study – available through your local Training Specialist:

AIDS/Bloodborne Pathogens (1.0 hr)
Title VI (1.0 hr)
Interviewing Skills (4.0 hr)
Employee Assistance Program (1.0 hr)
Security Threat Group Update (1.0 hr)
Management Responsibility Systems (6.0 hr)

We will continue this process in FY 2004-05, with modules constructed distributed on a quarterly basis. Slated for production are:

Sexual Harassment (2.0 hr)
Suicide Prevention and Intervention (1.0 hr)
HIPPA Regulations (1.0 hr)

Website Developments

The Academy will continue to post its Training Catalog, Master Training Schedule and Program Announcements on the website, with updated pages containing Class photographs of its Graduates.

Leadership TDOC □Phase II

Leadership Observation & Assessment Diagnostic (LOAD)

As a continuation of the Commissioner's emphasis upon developing the Department's future leaders, this year the Academy will begin the second phase of "*Leadership TDOC*".

This program will consist of a one-week assessment center workshop, in which participant skills will be measured against "real-world" problems.

Under direct observation, participants will be required to staff, manage and lead a "mini-institution", while faced with a myriad of logistical exercises dealing with budgets, internal program operation, personnel decisions, political pressure, public scrutiny and litigation issues.

Prerequisites

In order to attend, each candidate must have completed LTDOC Phase I and submit a written application to his/her work site Administrator for consideration and approval. The work site Administrator will nominate the candidate for program attendance based upon past performance and future expectation of leadership potential.

This Phase II program is scheduled three (3) times during FY 2004-05:

Class 623	December 6-10, 2004
Class 630	January 31 – February 4, 2005
Class 645	May 16-20, 2005

Tennessee Department of Correction Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
AS	Adult Security	240	New hires into all security ranks (Correctional Officers through Unit Managers). Rehires if gone more than one(1) year from TDOC.
AC	Adult Counselors	80	New hires into counselor through counselor manager positions. Rehires if gone more than two (2) years from TDOC and have not been through the two-week pre-service program.
AT	Adult Treatment	80	New hires or rehires if gone more than two (2) years or have not been through the two-week pre-service course. Psychological/Psychiatric positions/Chaplains/Medical/Dental/Vocational Instructors/Teachers/Recreation Specialists/Assistants, Volunteer Coordinator.
AA	Adult Auxiliary	80	Auxiliary positions requiring two-weeks of pre-service are: Mail Clerks, Industry Supervisors, Facility managers/Supervisors, Building Maintenance Workers, Maintenance, Equipment Mechanics, Laundry, Farm Crew Leaders, Dietetics Consultants, Electronics Tech. 2, Medical Records, Medical Transcriber, Procurement Officer.
AA	Adult Auxiliary	40	Auxiliary positions requiring one (1) week are: Boiler Operators, Treatment Plant Operators, Property Officers, Storekeepers, and Store-Clerks.
AFS	Adult Food Stewards	80	Food Service positions requiring two weeks: Food Service Workers, Food Service Managers/Assistant Managers

Tennessee Department of Correction In-Service Courses FY 2004-2005

Code	Course Title	Offerings	Class Size	Hours	Who Attends
AS	Adult Security	(36) Weekly except when Corporals Attend	72	32	Correctional Officer; Clerical Officer
AS/C	Adult Corporals	(12)	32	32	Correctional Corporals; Correctional Treatment Technician; Supervisor
CH	Chaplains	(1) Feb. 28-29		16	Chaplains
FS	Food Service Generic	(4) July 12-16 Sept. 13-17 Feb. 14-18 May 2-6		32	Food Service Workers
FS/H	Food Service Stewards - HACCP	(2) Nov. 1-5 Jan. 24-28		32	Food Service Workers
FS/M	Food Service Mgrs.	(1) June 6-10		16	Food Service Managers (Monday and Tuesday)

Code	Course Title	Offerings	Class Size	Hours	Who Attends
FS/SS	Food Service Stewards – Serv Safe	(2) Aug. 23-27 June 20-24		32	Food Service Workers
FS/AM	Food Service Asst. Managers	(1) April 4-8		32	Food Service Assistant Managers
M	Maintenance	(4) Sept. 7-10 Nov. 15-19 Jan. 3-7 March 7-11		16	Maintenance, as designated (Wednesday 1:00 – Friday noon)
MED	Generic Medical	(3) Nov. 15-19 March 14-18 June 13-17		32	Medical, as designated
RS/A	Recreational Specialists/Assistants	(2) Oct. 18-22 March 7-11		16	Recreational Specialists/Assistants (Wednesday 1:00 – Friday Noon)
SO	Safety Officers	(1) May 16-18		24	Fire Safety 1 & 2; Other Fire Safety Officers

Tennessee Department of Children's Service Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
CSO	Children's Services Officers	120	New hires into all security ranks (Children's Service Officers through Children's Service Managers). Rehires if more than one (1) year from TDCS or have not attended three-week pre-service program.
JT	Juvenile Treatment	40	New hires into classifications of counselor through counselor manager. Rehires if gone more than one (1) year from TDCS or have not been through two-week pre-service program. Psychological/Psychiatric positions, chaplains, medical/dental, teachers, vocational instructors, recreation specialists/assistants/Contract YSO's
JA	Juvenile Auxiliary	40	Auxiliary positions requiring one-week pre-service program are : Facility Managers, Supervisors, Building Maintenance Workers, Carpenters, Mechanics. Auxiliary positions requiring only one (1) week (40 hrs.) are: Boiler Operators, Treatment Plant Operators, Property Officers, Procurement Officers, Storekeepers, Food Service Managers/Assistant Managers, Food Service Workers, Store Clerks, Records Clerks, Fire Safety Managers.

Tennessee Department of Children's Services In-Service Courses FY 2004-2005

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CSM	Children's Services Managers	(4) Oct. 4-8 Nov. 8-11 Jan. 10-14 April 25-29		32	All managers – Classes begin at 12:00 noon on Monday - 4:00 p.m.on Thursday.
CSO	Children's Services Officers	(11) June 28-July 2 July 19-23 Aug. 9-13 Aug. 30-Sept 3 Sept. 20-24 Oct. 25-29 Dec. 13-17 Feb. 7-11 Mar. 21-24 May 9-13 June 13-17		32	Youth Service Officers; Community Residential Security 12:00 noon Monday – 4:00 p.m. on Thursday

Code	Course Title	Offerings	Class Size	Hours	Who Attends
FS	Food Service Generic	(4) July 12-16 Sept. 13-17 Feb. 14-18 May 2-6		32	Food Service Workers
FS/M	Food Service Mgrs.	(1) June 6-10		16	Food Service Managers (Monday and Tuesday 8:00- 5:00)
FS/AM	Food Service Assistant Mgrs.	(1) April 4-8		32	Food Service Assistant Managers
FS/GH	Food Service Group Home Stewards	(1) Oct. 11-15		40	Group Food Service Stewards
FS/SS	Food Service Stewards – Serv Safe	(2) Aug. 23-27 June 20-24		32	Food Service Workers
M	Maintenance	(4) Sept. 7-10 Nov. 15-19 Jan. 3-7 March 7-11		16	Maintenance, as designated (Wednesday 1:00 – Friday noon)
MED	Generic Medical	(3) Nov. 15-19 March 14-18 June 13-17		32	Medical, as designated

Code	Course Title	Offerings	Class Size	Hours	Who Attends
JJCM	Juvenile Justice Case Managers	(2) Sept. 20-24 Mar. 14-18		20	Juvenile Justice Case Managers
RCM	Residential Case Managers	(4) Oct. 4-8 Dec. 6-10 Jan. 18-21 April 11-15		32	Juvenile Classification Counselors; Counselors 12:00 noon on Monday – 4:00 p.m. on Thursday
RS/A	Recreational Specialists/Assistants	(2) Oct. 18-22 March 7-11		16	Recreational Specialists/Assistants (Wednesday 1:00 – Friday noon)
SO	Safety Officers	(1) May 16-18		24	Fire Safety 1 & 2; Other Fire Safety Officers

Tennessee Correction Academy Specialized Training Schools FY 2004-2005

These programs are designed for those staff assigned to special activities. Other specialty courses target topics of interest for the corrections professional desiring to enhance information or skills.

Please Note: Unless specifically indicated, scheduled programs begin at 8:00 a.m. on the date(s) listed

Code	Course Title	Offerings	Class Size	Hours	Who Attends
ATO	Adult Transportation Officers	(5) Aug. 2-6 Aug. 23-27 Oct. 4-8 Jan. 10-14 Feb. 22-25	15-25	32	Transportation Officers and any staff assigned to inmate transportation duties on a regular basis
BTLS	Basic Trauma Life Support	(3) Nov. 1-5 Jan.31-Feb.4 April 4-8	25	32	Medical staff required to be certified or to be re-certified in emergency physical trauma conditions and procedures (Prerequisite: Current certification in I.V. Technique & Management).

Code	Course Title	Offerings	Class Size	Hours	Who Attends
C	Computer Training	(8) July 7-9 Oct. 25-29 Jan. 3-7 May 23-27	11	16	Each week consists of two separate sessions except for holiday weeks' in which only one class will be offered (Wed. 1:00 – Friday noon) 1 Session – Begins Monday at 1:00 p.m. – Noon Wednesday 2 Session – Begins Wednesday 1:00 p.m. – Friday Noon Training consists of Microsoft Word, Excel, and Group Wise.
CAI	Chemical Agents Instructor Program	(1) July 6-7		16	Participants will become certified chemical agents instructors for three(3) years. Training begins at 8:00 a.m. on Tuesday – Wednesday at 5:00 p.m.
CCN	Correctional Counselors	(8) Sept. 13-17 Oct. 18-22 Nov. 15-19 Dec. 13-17 Jan. 3-7 Jan. 31-Feb.4 Feb. 22-25 May 31-June 3	20	16	Class begins on Wednesday at 1:00 p.m. and goes through Friday noon.
CT-B	CERT Training – Basic	(2) Sept. 20-Oct.1 May 2-13	30	80	
CT-C	CERT Team Commanders	(1) Sept. 7-10		24	Class begins Tuesday at 1:00 p.m. and goes through Friday at noon.

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CTT	CORE Train the Trainers	(1) Aug. 16-20	TBA	16	For institutional personnel assigned to deliver CORE training modules (8 hour Presentation Skills for New Trainers will be added - if required).
C/W	Commissary/ Warehouse	(2) Apr. 25-29 June 6-10		16	Wednesday 1:00 – Friday noon.
GCS	Group Counseling Skills	(3) Sept. 27-Oct. 1 Apr. 11-15 June 6-10	25	16	Each session begins on Wednesday at 1:00 and ends on Friday at noon.
HN	Hostage Negotiators	(1) Sept. 27-Oct. 1	15	40	For newly-selected Hostage Negotiators
HNU	Hostage Negotiators Update	(1) May 9-13	15	20	Any staff who have completed the Basic Negotiator's course who have not yet attended this Update. Class will run from Monday at 8:00 a.m. until Wednesday at noon.

Code	Course Title	Offerings	Class Size	Hours	Who Attends
IV	I.V. Therapy	(2) Dec. 6-10 May 2-6	30	32	Medical, as designated.
LLI	Less Lethal Instructor	(1) July 19-21	26	24	Mid Level management personnel pre-selected by Warden/Administrator
LDOC-1	Leadership TDOC Basic	(2) July 26-30 Mar. 7-11	25	40	
LDOC-2	Leadership TDOC – Part 2	(3) Dec. 6-10 Jan. 31-Feb.4 May 16-20		40	
NFTO	New Field Training Officer	(1) July 26-30		28	As Designated

Code	Course Title	Offerings	Class Size	Hours	Who Attends
NM	Nurse Management	(1) Oct. 18-22	30	32	Nurse managers/CWU/IC Coordinators
NST	New Supervisor's Training	(5) Sept. 13-17 Nov. 29-Dec.3 Jan. 24-28 April 18-22 June 20-24	30	40	Required training for all newly appointed supervisors
NST-C	New Supervisor's Training for DCS	(2) Aug. 9-13 Feb/ 28-Mar. 4		32	

Code	Course Title	Offerings	Class Size	Hours	Who Attends
P/M	Property/ Mailroom	(1) Mar. 28- Apr. 1		16	Wednesday 1:00 – Friday noon.
RR/C	Radio Repair/ Communication	(2) Nov. 8-11 Mar. 21-24		24	Monday-Wednesday
SAN	Sanitation Training	(1) April 7		8	Thursday 8:00 a.m. – 5:00 p.m.
T4T	Train the Trainer	(1) Aug. 2-6		40	For staff newly rated as an Instructor Training Specialist or Correctional Academy Instructor
TDT	Training Design Teams	(1) Feb. 14-15		16	As designated. Will also include medical design team.
WV	Workplace Violence	(1) July 8		4	Thursday from 1:00 – 5:00 p.m.
VA	Victims Awareness	(2) Sept. 23 March 17		4	Thursdays from 1:00 – 5:00 p.m.

FOODBORNE ILLNESS OUTBREAK

In-Service Food Service
FY 2004-2005

This course will cover a discussion of food safety, foodborne illness and investigation.

COURSE OBJECTIVES

- Investigating foodborne illness reports
- Isolating the affected personnel
- Relationships of Institution with regulatory authorities
- Importance of records in an investigation
- Developing corrective actions in a HACCP plan after investigation
- Education and Training

TRICOR/DEVELOPMENT OF MASTER MENU

In-Service Food Service
FY 2004-2005

Diet is important to health at all stages of life. At some point in the life of every human being, it will be ill advised or impossible to eat a Regular Diet. A Registered Dietitian will explain some of the various types of special diets.

COURSE OBJECTIVES

- Discuss at least eight (8) types of special diets.
- Necessity of various diets.
- Basic diet principles.
- Food Service and special diets.
- Food Purchasing
- Food Preparation

HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) CERTIFICATION

In-Service Food Service
FY 2004-05

Hazard Analysis Critical Control Point (HACCP) is a system of checkpoints that monitors the safe flow of food through an operation – receiving, storage, thawing, preparation, cooking, holding, cooling, reheating, and service. HACCP was first developed in 1959 when the Pillsbury Company began manufacturing food products for the NASA space program. Their first concern was about safety of the food consumed, system failure due to food particles contaminating electrical equipment and the presence of pathogenic microorganisms. Using the U.S. Army's "Modes of Failure" system a mode, Pillsbury defined the concept of critical control points (CCP's) – points in the flow of food when the risk of contamination and foodborne illness is greatest. Procedures were then adopted to prevent, reduce, or eliminate hazards (and the risk of foodborne illness), thereby laying the groundwork upon which the modern HACCP system was built.

COURSE OBJECTIVES

- Food Safety – This section will explore the definition, origins, causes, and prevention of foodborne illness. Participants will discover that food safety is the responsibility of all food service operation employees. This section analyses the components of a food safety system and suggests ways to apply them in food service operations.
- Establishing a HACCP Food Safety System. This section provides step-by-step procedures for implementing a HACCP system.
- Developing Standard Operating Procedures. The purpose of this section is to familiarize participants with the general standard operating procedures (SOP's) that can serve as models for setting food safety requirements when a food safety system is implemented.
- HACCP Systems for Sample Operations – the purpose of this section is to investigate safe food preparation and service for customers.
- HACCP System Criteria, Recipes, and Flowcharts – this section includes abbreviated, written HACCP systems for various products. You can simplify or expand these for each establishment or foodservice system.

SANITATION/CHEMICAL SAFETY/OSHA

In-Service Food Services
FY 2004-05

Chemicals if used correctly not only clean but sanitize the food service system. Proper training of the food service employee concerning utilization, safety, material safety data sheets, and storage are essential.

COURSE OBJECTIVES

Upon completion of the class, the trainee will have studied the following:

- Chemical storage
- Sanitation
- Cleaning
- Material Safety Data Sheets
- Chemical Contractor
- Departmental policies
- Training on safety

HEALTH INFORMATION MANAGEMENT SEMINAR

In-Service Medical
FY 2004-05

Health Information Professionals serve as the experts who secure, analyze and manage information needed for a strong health care delivery system. To date, the TDOC inmate population is seventeen thousand (17 K) and growing. In order to establish and maintain this vast body of health records, it is essential the professionals be provided a strong foundation for the technical, legal and ethical practices of health information. This course meets continuing education requirements for TDOC policy 110.05.

COURSE OBJECTIVES:

- Compare standard record practices between the “free world” and TDOC.

Inception to Archiving; TDOC Terminal Digit Filing System; Standard Record Practices; Confidentiality of Medical Records; Release of Information; Intro. To the Physical Medical Record; Outpatient vs. In-Patient Record; “Free World” vs. TDOC; Levels of Professionalism; New HIPPA Laws

- Identify support resources to assist with technical and legal inquiries.

TDOC Manual (TCA POLICY 113.50 & 113.52) ; TDOC Legal Services ; Health Services ; Mental Health; Substance Abuse Program G.E.D./ Education); Administrator Contact ; TDOC Systems Development (TOMIS HELPLINE)

- Identify questions / dilemmas concerning release of information.

Court Order vs. Subpeona; Five R’s for Release of Information; Federally Protected Confidential Information (HIV / AIDS vs. STD’s; PSYCHIATRIC / MENTAL HEALTH vs. SEX OFFENDER and other PROGRAMMATIC RECORD INFO.; Unusual Requests (DEAD OFFENDERS; EX-INMATES, CURRENT INMATES)

- Discuss the impact of using technology without compromising the record’s integrity.

Modes of Communication (FAX MACHINES, TELEPHONE CALLS, TELEMEDICINE, COMPUTERS); Computer Security (FIREWALLS, PASSWORDS, SIGN OFF PRECAUTIONS); New HIPPA Laws

- Explain the legal ramifications of breach of confidentiality. “Three Monkeys”; What is a Breach? “If in doubt, leave it out”; TDOC Case Law;

BASIC TRAUMA LIFE SUPPORT

In-Service Health Services

FY 2004-05

Within the health services correctional environment, health care professionals must be able to respond immediately and effectively to a wide range of emergent health-related physical trauma conditions. The health care provider must be skilled in providing quick and systematic physical assessment in order to provide appropriate stabilization/basic life support treatment (and/or referral), for a wide range of emergency trauma conditions.

COURSE OBJECTIVES

This intensive three day training program is designed for the advanced medical professional who is responsible for providing rapid physical assessment, stabilization treatment for emergent-physical traumatic conditions within the facilities health service unit. The course consists of emergency assessment/management for a wide range of conditions. Pre-requisite for the course requires current certification in IV technique and management. Prior to the formal training seminar, pre-study information/material is provided to participants. At the conclusion of the course, candidates successfully passing the course examination are awarded a certification in BTLS which is valid for a period of three (3) years.

- | | | | |
|----|---------------------|----|------------------------|
| a. | Initial examination | h. | Head trauma |
| b. | Airway management | i. | Burns |
| c. | Chest trauma | j. | Extremity trauma |
| d. | Shock | k. | Trauma in pregnancy |
| e. | IV cannulation | l. | Pediatric trauma |
| f. | Abdominal trauma | m. | Trauma arrest |
| g. | Spinal cord trauma | n. | Load and go procedures |

Upon completion of this course the participant will be able to:

- Demonstrate rapid and effective techniques in assessing a traumatized patient.
- Demonstrate rapid and effective techniques in the resuscitation of a traumatized patient.
- Demonstrate rapid and effective techniques in the packaging of a traumatized patient.
- Demonstrate rapid and effective techniques in the transport of a traumatized patient.

ACA STANDARDS: 3-4082 3-4335 2-9086-I Juv.

THERAPEUTIC INTRAVENOUS INTERVENTION:
“EMERGENCY AND MAINTENANCE”

In-Service Health Services
FY 2004-05

TDOC/TDCS nursing personnel should be proficient in assessment and in administration of IV Therapy and in performance of phlebotomy to patients in the clinic/institutional settings. According to Tennessee Nursing Laws, an LPN is not legally qualified to start or maintain IV Therapy unless he/she first completes an IV Therapy Course and has demonstrated the skill to the clinical supervisor at the institutional level. This course is designed to update and provide training to the nursing staff in administering emergency and maintenance of intravenous therapies and phlebotomy for blood collection.

COURSE OBJECTIVES

- Select and prepare the basic equipment and supplies for venipuncture and fluid/medication administration.
- Identify, inspect, and choose correct IV solution.
- Identify a patient who requires IV therapy and collect the necessary data.
- Perform the venipuncture process and calculate and establish prescribed flow rate.
- Perform venipuncture for blood collection.
- Perform the correct documentation for IV administration and phlebotomy for blood collection.
- Apply the correct principles for administration of IV medication, scheduling administration of drugs, and calculation of drug doses and dilutions.

- Demonstrate specific techniques for IV site care of peripheral and centrally placed IV catheters.
- Identify the policy for managing control of needles and syringes.
- Demonstrate proper documentation of IV site, fluid, rate, placement, and any signs and symptoms of complications.

ACA STANDARDS: 3-4082; 3-4335; 2-9086-1-JUV

“A3”

(Adolescents, Aging Inmates, AXIS I-II DSM)

In-Service Medical

FY 2004-05

This course is designed to assist the nurse to recognize behaviors displayed by inmates/youths that are related to various mental disorders. Discussion will include the latest research pertaining to assessing patterns of criminal thinking and compare with assessments for mental disorders. Strategies for determining individualized methods of treatment will be identified.

4. Discuss the impact of substance abuse on the mentally ill inmate/youth.
5. List possible strategies for managing the manipulator, self-mutilator and attention seeking inmate/youth.
6. Assess non-adherence to medication vs. poor therapeutic index.
7. Recognize behaviors (Psychotic-attention seeking) that require immediate interventions from those that are non-emergent.
8. Discuss tactics to deescalate volatile situations.

COURSE OBJECTIVES

1. Differentiate behaviors associated with the following mental disorders:
 - Major depression
 - Psychosis
 - Schizophrenia
 - Bi-polar Disorder
 - Anxiety
 - Personality Disorders/Antisocial
 - Dementia
2. Identify assessments tools used to determine criminal thinking
3. Discuss strategies for managing the inmate/youth that displays criminal thinking.

“GOING THE DISTANCE”

In-Service Medical
FY 2004-05

The medical community recognizes that early detection and intervention directly impacts longevity and quality of life. The TDOC population to age and many times present with chronic conditions that may not have been treated. DCS populations may not have had access to adequate health care, therefore, it is imperative that TDOC/DCS health systems provide the EPSDT(early, periodic, screening, diagnosis, and treatment). The presenter will provide an overview of the following chronic illnesses and treatment modalities: Diabetes,Hypertension,COPD/Asthma,Cardiac, and STDs



COURSE OBJECTIVES

1. Provide an overview of the pathophysiology of the following disease processes:
 - ❖ Diabetes
 - ❖ Hypertension
 - ❖ COPD/Asthma
 - ❖ Cardiac
 - ❖ STDs
2. Provide the diagnostic, screening, and treatment modalities of the following disease processes:
 - ❖ Diabetes
 - ❖ Hypertension
 - ❖ COPD/Asthma
 - ❖ Cardiac
 - ❖ STDs

“CHECK IT OUT”

In-Service Medical
FY 2004-05

Nursing proficiency is based upon the ability of the nurse to accurately evaluate the body system/region that corresponds to the patient’s chief complaint/illness. Effective nursing practice in a correctional/youth facility requires a variety of assessment skills including interviewing, communication, physical assessment and behavioral observation. This class is designed to address applicable elements of the assessment process relative to the physical examination, record review, chief complaint and appropriate documentation.

COURSE OBJECTIVES

- Discuss the elements of a complete nursing assessments (subjective, objective, record review and chief complaint).
- Describe interviewing techniques for gathering health information.
- Discuss how to conduct the physical assessment appropriate to the complaint.
- Apply the appropriate intervention (protocol or referral) based on the assessment.
- Describe how to document the encounter.
- Identify the elements if high-risk pregnancy(age, environment, pre-natal care).

THE RHYTHM OF THE “BEAT”

In-Service Medical
FY 2003-04

TDOC/ DCS nurses are on the assessment front line and must determine proper triage decisions. In order to implement the appropriate intervention, the nurse must be able to recognize normal versus abnormal cardiac rhythms.

COURSE OBJECTIVES

1. Describe the mechanics of performing an EKG.
2. Identify the most common cardiac rhythms:
 - ❖ Normal Sinus Rhythms
 - ❖ Heart Blocks
 - ❖ Tachycardia (ventricular, sinus)
 - ❖ Bradycardias
 - ❖ Ectopy (Fibrillation, Flutters, PVCs, PACs, Junctionals)
 - ❖ Pacemaker Rhythm/AID.
2. Recognize the potential lethal rhythms which require immediate intervention.
3. Identify the appropriate interventions for the above arrhythmias.
5. Recognize arrhythmias induced by medications.
6. Discuss the most common medications used to treat Arrhythmia.

“IT’S NOT ALL ABOUT PILLS”

In-Service Medical
FY 2004-05

One of the major responsibilities for TDOC/DCS health services nurses is to administer/distribute prescribed medications on a daily basis. It is imperative that the nurse be knowledgeable regarding the therapeutic use of the drug, side effects, adverse reactions, and contraindications. TDOC/DCS nursing staff must be cognizant of the legal and ethical standards within their scope of practice. The field of pharmacology is constantly evolving, therefore, it is requisite that nurses continue to build on their knowledge in order to deliver effective care to the populations we serve.

COURSE OBJECTIVES

- Discuss the individual/professional responsibility for building and increasing personal medication knowledge
- Discuss accountability issues such as the six rights (right drug, right dose, right patient, right route, right documentation, and right time).
- Discuss the necessity of medication administration and verification (stashing, crushed/under water).
 - Address stock medication and the legal implications.
 - Discuss the elements of patient teaching KOP)
- Discuss the differences between dispensing, distribution, and administering medications:
- Review the following classes of drugs to include applicable laboratory studies, and therapeutic/adverse effects:
 - Antihypertensives
 - Bronchodilators
 - Psychotropics/Antidepressives
 - Anticoagulants
 - Antihyperglycemics/Blood Glucose Stabilizing Agents
 - HIV
 - Antiinfectives
 - Antilipemic Agents

CHEMICAL AGENTS

In-Service Adult Security/Corporals/Managers
FY 2004-05

The instructor will lecture on the proper use and handling of aerosol chemical agents, specifically oleoresin capsicum or “pepper mace”. The instructor will review Departmental Policy 506.07.1 "Use of Chemical Agents" including authorization for use, monitoring of its use as well as storage and handling. Procedures for treatment of those exposed to oleoresin capsicum will be covered. A video will be presented showing individuals being sprayed and the subsequent effects. The instructor will also demonstrate the application of an aerosol chemical agent by spraying a "B-27" target with an inert training unit and each trainee will be required to give a return demonstration. Trainees will be administered a ten (10) question quiz which must be passed with an 80% proficiency level to measure understanding of policy constraints discussed during the lecture.

COURSE OBJECTIVES

- Demonstrate understanding of the TDOC policy constraints for use of oleoresin capsicum by completion of a ten-question quiz at 80% proficiency.
- Demonstrate the ability to properly use aerosol chemical agents.

ACA STANDARDS: 3-4081, 3-4089, 1-CTA-3A-17,
1-CTA-3A-20, 1-CTA-3A-21
1-CTA-3A-24, 1-CTA-3B-10

TDOC POLICIES: 110.05, 506.07, 506.07.1

ADULT CPR

In-Service Adult Security/Corporals
FY 2004-05

The course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The contents of each unit includes: (1) definitions, (2) causes, (3) signs, (4) symptoms, and (5) First Aid care for emergency situations. The course will culminate with a post test and participants who successfully complete all components will be issued American Red Cross Adult CPR Certification Cards.

COURSE OBJECTIVES

- Demonstrated the techniques required in performing CPR.
- Completed a written test on CPR with a minimum score of 80% .

TDOC POLICY: 110.05

ACA STANDARD: 3-4050; 3-4051, 3-4082

NOTE: NO MANUSCRIPT. EACH INSTRUCTOR HAS AN INSTRUCTOR MANUAL AND VIDEO. PARTICIPANT MANUAL ARE FURNISHED AND TESTS ARE MAINTAINED IN COPY ROOM.

FIREARMS QUALIFICATION

In-Service Adult Security/ Corporals/ Managers
FY 2004-05

Firearms instructors will supervise participants during the firing of standard departmental issue weapons. Participants will be allowed to "practice fire" prior to their actual annual qualification attempt.

COURSE OBJECTIVES

- Demonstrated firearms proficiency by attaining a minimum acceptable score of 200 points with the .38 caliber revolver.
- Demonstrated firearms proficiency by attaining a minimum acceptable score of 80 points with the .223 caliber rifle.
- Demonstrated firearms proficiency by attaining a minimum acceptable score of 80 points with the 12 gauge shotgun.

**ACA STANDARDS: 3-4080, 3-4081, 3-4088, 3-4196
1-CTA-3A-21**

TDOC POLICIES: 110.05, 110.06, 506.08, 506.09

**NO MANUSCRIPT - PROCEDURES ON FILE WITH
RANGE PERSONNEL.**

E-TOMIS

InService Adult Security
FY – 2004-2005

The trainee will sign on to the e-TOMIS training environment. The instructor(s) will "walk" them through the step-by-step process of entering an incident and a disciplinary on e-TOMIS. If time allows a practice incident/disciplinary will also be entered. The student will then be required to enter an incident and disciplinary on TOMIS as a skills test. (e-TOMIS Practicum).

COURSE OBJECTIVES

- Sign on/off TOMIS
- Access and/or properly complete the following Incident screens:
 - a. Prompt
 - b. Detail
 - c. Incident Description
 - d. Persons Involved Update List
 - e. Evidence Detail
- Access and/or properly complete the following Disciplinary Screens:
 - a. Prompt
 - b. Detail
 - c. Infraction Update
- Effectively utilize on-line menu/code help lists.

THE GREAT MELTING POT

In-Service Core, Corporals & Security
FY 2004 / 2005

Through a series of discussion and group activities we will look at the cultural issues in today's workplace. Topics such as language problems, incorrect assumptions about diverse cultures and traditional American values will be discussed. We will further discuss where our bias and prejudices come from and what we need to do to overcome these and use them for a positive outcome.

COURSE OBJECTIVES

At the end of this class the participants will be able to:

1. Define culture.
2. List 3 multicultural issues in the workplace.
3. Define stereotyping and prejudice
4. Explain the "Path of Intercultural Learning."

WHEEL OF KNOWLEDGE

Inservice Adult Security/Corporals
FY 2004/2005

This course/game was purchased from game show pro and developed with TDOC information. It operates much like the wheel of fortune game on television. The class will be divided into 5 teams. The computer will select the starting team. In order to spin the wheel and select letters, the team must first answer a question correctly. From that point the team may spin and pick letters (as long as successful) which will fill in a puzzle. After a successful letter pick they may buy a vowel or attempt to solve the puzzle. Only the team solving the puzzle earns points. These points do carry over from puzzle to puzzle until the end of the game. All puzzles and questions are related to the Tennessee Department of Correction.

COURSE OBJECTIVES

- 1 – Answer a variety of questions correctly.
- 2 – Play "wheel" (spin – pick letters- earn points).
- 3 – Solve a corrections related puzzle (keep points).

ACA Standard: 3-4081

TDOC Policy: 110.05

WRITE RIGHT OR W.W.W.W. & H

In-Service Correctional Corporals / Correctional Officers
FY 2004 / 2005

During this class the participants will be given a chance to critique actual reports from TOMIS (Tennessee Offender Management Information System). Then we will discuss what questions a good report must answer. To evaluate the success of this program we will then break the class in to groups of 4-6. Each Group will be given an actual incident report from TOMIS and given the task with rewriting the report so that it answers the necessary questions.

COURSE OBJECTIVES

At the end of this block of instruction the participants will be able to:

1. List the elements of a good report.
2. Explain the need for accurate reports.
3. List the consequences of writing an ineffective report.
4. Critique various reports and make them effective reports.

SELF-DEFENSE

In-Service Adult Security
FY 2004/2005

Through the use of lecture and demonstration, the instructor will present information on a wristlock and armlock that have not been covered in any of the classes before. The Reverse Wristlock can be used if the subject is in the standing position, seated position or on the floor.

COURSE OBJECTIVES

- Demonstrate the ability to perform a Reverse Wristlock with Come-along on a subject who is standing, seated and on the floor.
- Demonstrate the ability to perform a Bent Arm Figure 4 on a subject who is standing.

ACA STANDARDS: 3-4086
3-4087
3-4089

TDOC POLICIES: 506.07

AVOIDING MANIPULATION

In-Service Adult Security
FY 2004-05

This block of instruction will start with a lecture dealing with today's inmate population, touching on personalities and behavioral traits. The components of manipulation will be discussed as well as staff susceptibility and approved methods of dealing with inmates with regards to TDOC policy and procedure.

COURSE OBJECTIVES

Upon conclusion of this block of instruction each participant will have discussed and received information on:

1. Today's inmate population
2. The components of manipulation
3. Staff susceptibility
4. Approved methods of dealing with inmate manipulation.

FIREARMS LAB POLICY & PROCEDURE □ WEAPONS FAMILIARIZATION

In-Service Adult Security/Corporals/Managers
FY 2004-2005

The instructor will review TDOC Policies 110.06 "Non-Security Employees Authorized to Carry a Firearm," 506.08 "Use of Deadly Force," and 506.09 "Standard Firearms Qualification Training." Additionally, the instructor will demonstrate the proper methods for handling/loading/use of each standard-issue weapon. The trainees will then be required to show proficiency in the proper techniques for handling and loading these weapons by return demonstration. A written test will be administered to ensure the trainees comprehension of the course material.

COURSE OBJECTIVES

- Demonstrate the ability to correctly / safely handle standard-issue weapons.
- Attain a minimum score of 70% on a written examination that tests comprehension of existing Departmental policy and procedure governing the use of firearms, safety considerations, and weapon familiarity.

ACA STANDARDS: 3-4081,3-4088, 3-4196,3-4197
1-CTA-3A-16,1-CTA-3A-21,
1-CTA-3A-23,1-CTA-3B-07
1-CTA-3B-08-10

TDOC POLICIES: 110.05, 110.06, ,506.08, 506.09

TEAMWORK

In-Service Core
FY 2004-05

This course will identify and discuss the importance of teamwork between staff members and the importance of maintaining harmonious relations between staff members.

COURSE OBJECTIVES:

- Define difference in Team and Work group
- Identify the employee's responsibility concerning being a member of a team.
- Discuss How to take the I out of Teamwork.

USE OF FORCE/SECURITY DEVICES

In-service Adult Security
FY 2004-05

This course is designed to Re-familiarize the Correctional Officer with the types of force/restraints approved by TDOC policy. Correctional Officers will be specifically trained in the use of restraint equipment for transporting inmates.

COURSE OBJECTIVES

- Identify the parameters which constitute an "appropriate" use of force.
- Identify authorizations and circumstances required for each type and level of force
- employed.
- Describe five factors which serve to determine choice of restraint equipment.
- Identify the approved restraint equipment, describing the appropriate use of each.
- Explain supervision requirements for inmates who have been placed in mental health seclusion/restraints.
- Explain reporting procedures for use of force.

TDOC POLICY: 110.01, 506.07,

ACA STANDARD: 3-4081, 3-4082, 3-4087,3-4183, 3-4196, 3-4194, 3-4198, 3-4195, 3-4268 3-4089, 3-4191, 3-4166, 3-4193, 1-CTA-3A-21

STG RECOGNITION

In-Service Adult Security
FY 2004/2005

The instructor will divide the class into five (5) equal teams, each selecting a team leader who will coordinate the team's efforts. With the use of Power Point equipment and projection screen, the instructor will project a gang tattoo, graffetti, symbol, hand sign, clothing/dress, language, video clip or some other type of identifier and each team will have an allotted time to discuss which group it belongs to. The team leader will write this answer down on an answer sheet provided to them at the beginning of class. Team answers will be graded before the first break and points listed on a flipchart for team standings. Teams will assemble for a second round and, time permitting, a third and final round.

COURSE OBJECTIVES

Demonstrate their ability to recognize gang identifiers.

ACA STANDARDS:

TDOC POLICIES: 110.05
506.25
506.26

STG RECOGNITION

In-Service Core Training
FY 2004/2005

The instructor will divide the class into five (5) equal teams, each selecting a team leader who will coordinate the team's efforts. With the use of overhead projector, the instructor will project a gang tattoo, graffetti, symbol, hand sign, clothing/dress, language or some other type of identifier and each team will have an allotted time to discuss which group it belongs to. The team leader, with the help of their team, will identify the item. Team answers will be judged by the class Instructor and points awarded for correct answers. A flipchart will be utilized to keep up with team standings. Teams will assemble for a second round and, time permitting, a third and final round.

COURSE OBJECTIVES

Demonstrate their ability to recognize gang identifiers.

ACA STANDARDS:

TDOC POLICIES: 110.05
506.25
506.26

WORK ETHICS

In-Service Adult Services/CORE
FY 2004/2005

It is essential to the success of this work ethics program that the importance of good work ethics permeates all facets of the institution. The institutional culture must be modified to continually promote good work ethics.

This commitment must saturate the mindset of all employees in order to be successful. This change is also dependent on implementation of a higher structured system of on-going activities to emphasize work ethics.

COURSE OBJECTIVES

- A.** Define work ethics and discuss its importance in the workplace and classroom.
- B.** Demonstrate understanding of the connection between employment and good work ethics.

STAFF PROFESSIONALISM

In-Service CORE
FY 2004-2005

In a lecture/discussion format the employee will discuss the topics of: What constitutes a profession. What behaviors characterizes a professional; and What is the content and purpose of the ACA Code of Ethics.

COURSE OBJECTIVES

Upon completion of this course of study the employee will be able to identify:

- 1. At least three (3) of the seven (7) characteristics of a profession.
- 2. Five characteristics of a professional.
- 3. The content and intent of the TDOC policy titled, "Staff/Inmate/Probationer/Parolee Relationships" Policy 305.03
- 4. Some characteristics of professional correctional staff.

TDOC POLICY: 305.03 –
Staff/Inmate/Probationer Relationships

ACA STANDARD: ACA Code of Ethics

COMMUNICATION SKILLS

In-Service Core CO's and Cpls.

FY 2004-05

The appropriate and effective use of good communication skills is one of the most critical aspects to being an effective member of any correctional team. This course is designed to identify and improve these communications skills.

COURSE OBJECTIVES

1. Using appropriate communication skills in the workplace.
2. Complete a professional appearance assessment on yourself.
3. Review appropriate radio and phone etiquette.
4. Avoiding communications that is offensive, racist or demeaning to any particular group.
5. How non-verbal communications can defuse crisis and improve your communication abilities.
6. Participate in activities that develop communication skills without offending or condemning others.
6. Discuss how humor can remove barriers to communication and improve others perception of us.

POLICY JEOPARDY

CORE

FY 2004/2005

Knowledge of TDOC policies and procedures is essential to the effective performance of the correctional employee. Part of the function of in-service training is the review of policies, the study of policy changes and application.

The review of policies and changes will be accomplished in a competitive game format (Jeopardy). Teams will answer questions in order to advance in the game.

COURSE OBJECTIVES

By the end of this course of instruction each participant will:

- A. Participate as a team member in answering policy questions.
- B. Be furnished the correct answer, if no team answers correctly.
- C. Be familiar with pertinent job applicable policies and will know the outcome of the contest (winning team).

ACA STANDARD: 3-4081

TDOC POLICY: 110.05

THE PSYCHOLOGY OF INFLUENCE

In-Service Corporals

FY 2004 / 2005

As a supervisor the most important task a Corporal may have is influencing staff to do certain tasks. When things are presented a certain way a “yes” is assured, while if presented incorrectly “no” might be the response. It is in the corporal’s best interest to learn to use the “weapons of mass persuasion.”

Throughout this class participants will look at what great leaders say is the best and most effective way to influence their followers. This will be accomplished through guided group discussion and activities including reviewing Governor Bredesen’s address to the legislature for his budget proposal. Then each group will be given a topic and the audience that they need to influence and present to the class their argument.

COURSE OBJECTIVES

At the end of this program participants will be able to:

- Demonstrate a thorough understanding as to why the ability to influence others is an essential leadership trait.
- Understand and demonstrate the 3 basic weapons of influence.
- Define and provide examples for each of the seven principles of compliance.
- Effectively utilize any one or more of the basic influencing strategies in the targeted interactions with Supervisors/Peers.

I CAN’T BELIEVE THAT HAPPENED!

In-Service Core

FY 2004-05

This course will examine outrageous situations/incidents that have taken place in correctional institutions in TDOC and in other correctional institutions across the country. The instructor will use lecture, class discussion, and discussion groups to evaluate each situation/incident and identify possible causes and effect they could have on institutions and staff.

COURSE OBJECTIVES

- Identify and discuss the cause and effects these situations/incidents have on daily operations.
- Reinforce the reasons for following policy and procedures at the institution.
- Identify and discuss steps that could have been taken which would have prevented the situations/incidents from occurring.

HANDLING THE DIFFICULT EMPLOYEE

In-Service Children's Services Managers
FY 2004-2005

Difficult employees are a huge drain on an agency in terms of wasted time, reduced productivity, greater inefficiency and increased employee turnover. Employees who work with difficult coworkers suffers from low morale, a declining commitment to their work, decreased job satisfaction and greater levels of stress and frustration. That's why it's so important for agencies to understand what motivates difficult employees, and how to effectively manage them.

COURSE OBJECTIVES

- Identify the six types of difficult employee
- Describe manipulative behaviors these employees use on the job.
- Discuss reasons why employees become difficult

TDCS POLICY: 5.2
ACA STANDARD 3-JTS-1D-10

JUVENILE JUSTICE

Inservice DCS Managers
FY 2004-2005

This is a review course for managers to ensure that they are kept up-to-date with issues in the juvenile justice system. It provides an overview of the entire juvenile justice system and the philosophy behind this system. It provides a brief history of juvenile justice and explains how the treatment of children has become what it is today in the state of Tennessee.

COURSE OBJECTIVES

- Discuss the components of the Illinois Juvenile Code of 1899.
- Explain the importance of *In re Gault*.
- List three (3) major types of cases heard in juvenile court.
- Relay the concept of age as it relates to the Juvenile Justice process.
- Identify differences in juvenile court and adult criminal court terminology, and the reason behind these differences.

TDCS POLICY: 5.2

**ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
3-JCRF-1D-09, 10, 11, 12**

SUICIDE, SIGNS AND SYMPTOMS OF MR/MENTAL ILLNESS AND CHEMICAL DEPENDENCY

Inservice DCS (all)
FY2004-2005

The DCS employee is faced with providing direct care to youths who have mental health disorders, including depression substance abuse disorder. Sometimes youths contemplate and attempt suicide while in our care. This course is designed to give the trainee a brief overview of mental illness and substance abuse, and to discuss intervention techniques for a youth that is suicidal.

COURSE OBJECTIVES

- Identify at least three (3) symptoms of depression.
- Explain what actions a staff member should take when behavior indicative of mental illness is identified.
- Define addiction and describe it's effects on a youth.
- Identify three of the characteristics of suicidal youth.
- Discuss key points outlined in DCS Policy 19.1 (Suicide/ Self Harm Intervention).

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
3-JCRF-1D-09, 10, 11, 12

HIV /AIDS AND UNIVERSAL PRECAUTIONS

Inservice DCS (All)
FY 2004-2005

This course will provide an up-to-date overview of HIV/AIDS and related illnesses for employees. The increased incidence of HIV/AIDS in the community and the high risk population with whom employees work mandates that staff be knowledgeable about the current recommendations regarding education, prevention, diagnosis, and treatment of this disease and related illnesses.

COURSE OBJECTIVES

- List three (3) ways the HIV virus may be transmitted.
- Name three (3) diseases and symptoms which may indicate a possible connection to HIV/ AIDS.
- Explain Universal Precautions and the prevention of bloodborne pathogen diseases.

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
3-JCRF-1D-09, 10, 11, 12

NON-VIOLENT CRISIS PROFICIENCY REVIEW

Inservice DCS (All)
FY 2004-2005

This course is designed to equip employees with the necessary skills to effectively de-escalate crisis situations. Through lecture illustration and group involvement, verbal and nonverbal communication and behavior will be examined. This course will provide a safe, non-harmful behavior management system designed to help workers provide for the best possible care and welfare of assaultive, disruptive or out-of-control persons even during the most violent moment.

COURSE OBJECTIVES

- Identify useful nonverbal techniques in the prevention of acting out behavior.
- Develop verbal techniques to implement when de-escalation of verbal acting out is necessary.
- Identify two verbal skills that may be used to defuse potential crisis situations.

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
3-JCRF-1D-09, 10, 11, 12

SEXUAL HARASSMENT

Inservice DCS (All)
FY 2004-2005

The instructor will review the EEOC mandates regarding sexual harassment in the work place. Through the use of an awareness assessment instrument, the instructor will lead the trainees in a discussion of appropriate techniques and procedures for avoiding and addressing issues of sexual harassment. Trainees will be presented with situations for analysis of possible incidents of sexual harassment and will be required to provide appropriate responses.

COURSE OBJECTIVES

- Identify, through participation in a group discussion, at least three behaviors that can be construed as sexual harassment.
- Assess knowledge concerning sexual harassment by completion of an eight question "awareness assessment".
- Identify, through critical incident analysis, five specific examples of sexual harassment.

TDCS POLICY: 5.2

ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,

MENTAL HEALTH ISSUES STUDENTS MAY EXPERIENCE

DCS INSERVICE

FY 2004-2005

There are many young people entering the juvenile justice arena who suffer some kind of mental health disorder. This provides a challenge for workers who don't understand the behavior that they see. This course, while not clinical, will inform the participant what to watch for in students and to understand their behavior better.

COURSE OBJECTIVES

- Identify three mental health disorders
- Discuss ordinary versus clinic depression
- Explain, Attention-Deficit/Hyperactivity behavior
- Discuss Self-Injurious Behavior

DCS POLICY: **5.2**

ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**

**GENERAL MANAGEMENT:
LABOR LAW/RELATIONSHIPS WITH OTHER AGENCIES**

Inservice DCS Managers

FY 2004-2005

Most DCS Managers are participatory in ensuring that their employees are treated fairly and consistently under the state of Tennessee's working policies. This class is a review of state policies and a discussion of what is the correct way in which to discipline and supervise an employee. The course will also touch on performance evaluations, ways to encourage employees to do better jobs and ways to keep good employees.

COURSE OBJECTIVES

- Identify at least three (3) occasions when an employee would be granted administrative leave with pay.
- Discuss steps a manager should take should an employee disclose allegations of discrimination or harassment.
- State under what conditions an employee is eligible for FMLA leave.
- Relate the steps a supervisor must take when an employee is injured on the job.

TDCS POLICY: **5.2**

ACA STANDARDS: **3-JTS-1D-08, 09, 10, 11, 12,**

RECOGNITION OF CHILD ABUSE

DCS INSERVICE (ALL)

FY 2004-2005

Children are trusting and dependent. Sexual abuse is overwhelming to children, especially when an adult is involved. Most children are taught to trust adults and to not question authority. Abusers know this and take advantage of these vulnerabilities in children. The children with whom we work may have experienced this kind of dramatic and horrendous injury. Behaviors that they exhibit may come from repressed issues that we should be able to recognize.

COURSE OBJECTIVES

- Discuss behaviors that may appear in children who have been abused.
- Identify the T.C.A. code that describes how and when to report child abuse.
- Have students define their role in recognizing and reporting child abuse.

TDCS POLICY; **5.2**
ACA STANDARDS: **3-JTS-1D-08**

SAFE PHYSICAL MANAGEMENT OF CHILDREN

DCS INSERVICE(ALL)

FY 2004-2005

Safe crisis management is essential to use for all children that are involved in the DCS facilities and group homes. Limiting violence for both staff and students is the goal of all involved in student care. In order to de-escalate violence, one needs to understand first and foremost how to handle a variety of issues by using great interpersonal skills and safe physical interaction techniques.(This program is being taught at the request of DCS who will provide resources)

COURSE OBJECTIVES

Crisis intervention and physical restraint training
Trainer Certification Program
Crisis Response Team Training

TDCS POLICY: **5.2**
ACA STANDARDS: **3-JTS-1D-08**

WORK PLACE CULTURE
DCS INSERVICE MANAGERS
FY 2004-2005

DCS has undergone a significant change in the last few years and some areas may need to change the pattern of beliefs, values, and myths shared by members of the work site. This course is designed to target the orientations that make up the unique personality of the work site. Once that is accomplished, the course encourages the participant to formulate action plans to change or re-define the workplace culture.

COURSE OBJECTIVES

- Identify your two beliefs which your worksite generally believes in
- Discuss with those in the class what you want others to know about your work place
- Re-define your work place culture

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-09

PROPER MEDICATION DISTRIBUTION
DCS INSERVICE (ALL)
FY 2004-2005

This course will teach staff to safely administer student medications and to document medications according to policy. Staff will study how and where to properly store medication.

COURSE OBJECTIVES

- Safe, proper storage of all medications (prescription and over-the-counter).
- Identify different methods students use to avoid swallowing medications.
- Proper documentation for medications administered.

DCS POLICY: 5.2
ACA STANDARDS 3-JTS-1D-08

DCS PRACTICE MODEL

DCS INSERVICE (ALL)

FY 2004-2005

The NEW Department of Children's Services is using the *Standards of Professional Practice for Serving Children and Families* which is a "model for practice that captures the organizational values, structures, mechanisms, tools and skills needed to successfully implement the mission of the Department." This philosophy is deeply rooted in the school of social work's family systems theory and postulates that a system has its own language, roles, rules, beliefs, needs and pattern. Since this is so important it is necessary that each individual within the scope of DCS understand and be receptive to the nine guiding principles and the vision of the Standards. This course provides a general overview of the Standards.

COURSE OBJECTIVES

- List two of the nine guiding principles of the Standard Principles.
- Describe three ways the Standard Practices will effect Juvenile Justice Employees.

TDCS POLICY: 5.2

ACA STANDARDS: 3-JTS-1D-08

INTERVIEWING TECHNIQUES

DCS Managers

FY 2004-2005

This course is designed to train management level employees to possess successful interviewing skills that will aid them in staff retention, increased productivity, and questions that are appropriate for the interviewing process. Listening skills and techniques will be emphasized for this course.

COURSE OBJECTIVES

- Discuss common traits we want in DCS.
- Discuss three frequently asked questions asked during interviews of prospective childcare workers.
- Explain how to ask open-end questions that may reveal skills workers may have..
- Describe the importance of staff retention.

TDCS POLICY: 5.2

ACA STANDARDS: 3-JTS-1D-08

JUVENILE JUSTICE OVERVIEW

DCS Inservice (All)

FY 2004-2005

Many DCS employees are focused on their job and are not aware of the wide scope of the juvenile justice system. This class reviews the participant on the many areas in which children may travel.. The instructor will use an updated video to show how students enter into the different divisions of the justice system.

COURSE OBJECTIVES

- List at least three departments in the juvenile justice system
- Discuss how a student enters into the juvenile justice system.
- Identify two ways in which a student may leave the system.

TDCS POLICY: 5.2

ACA STANDARDS: 3-JTS-1D-08

PROMOTING POSIVE TEAM WORK IN THE WORKPLACE

DCS Managers

FY 2004-2005

In the working world it is important that we all work together for a common goal. This course will demonstrate how important teamwork is. In order to have a proficient team, everyone must be trained to work together as a group. In this block of instruction we will focus on activities that are designed to increase the employees ability to work as a unit and to communicate within that unit. Staff interaction is another important focus of this instruction. These activities will focus on the awareness of team building skills to be more effective with students and eliminate some of the students' ability to manipulate staff. Individual team members will learn how to work together as a team in order to be most effective and efficient

COURSE OBJECTIVES:

At the completion of this course of instruction, the employee will:

- A. Identify the importance of the various roles that team members play.
- B. Identify communication skills utilized to deal with hostile staff.
- C. Define a team and what it should accomplish
- D. Be able to demonstrate skills that enhance team building.

TDCS POLICY:5.2 ACA STANDARDS:3-JTS-1D-08

GROUP COUNSELING

DCS Residential Case Managers
FY 2004-2005

This class is designed primarily for case managers and other staff, who provide counseling in a residential or institutional environment. It will provide staff with instructions in the basic skills required to successfully conducting counseling sessions in a group setting. Group counseling is a primary method of approaching issues specific to a group of students or generic to all, i.e., anger management, chemical/drug usage, low tolerance to frustration, etc. This approach allows staff to guide group discussis and interactions in which students learn appropriate behaviors and responses to tough situations from each other.

COURSE OBJECTIVES

- Identify and discuss the basic dynamics of group facilitation.
- Identify and discuss the physical set-up for group sessions (sitting arrangements for facilitator and participants).
- Identify and discuss possible steps to be taken to reduce the likelihood of problem situations/behaviors.
- Provide experience through class participation in a group session.

SEARCHES

DCS Residential Case Managers and CSOs
FY-2004-2005

In DCS in group homes and institutions whose staff have daily contact with students, it is necessary to conduct searches of the students and the facility to ensure the safety of the students and staff. The instructor of this course will teach trainees the policy for conducting proper searches, seizures, and the rules of evidence.

COUSE OBJECTIVES

- Obtain a “working knowledge” of proper search procedures based on policy.
- Identify reasons for searches.
- Role reversal – trainees become students to “think like a teen” – where would you hide something?
- Demonstrate proper frisk search.
- Demonstrate proper facility (grounds) search to include bushes, dumpster, etc.
- Demonstrate proper dorm room search

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08

TDCS POLICY: 5.2
ACA STANDARDS: 3-JTS-1D-08

CONFLICT RESOLUTION TECHNIQUES

In-Service DCS Residential Case Managers

FY 2000/2001, 3.0 Hours

What results do we want in a confrontation? How does dynamic interpersonal skills provide the key ingredients in conflict resolution? Examining in this material the sources of conflict, and how disagreements in areas of facts, work, methods, goals and values may become arenas of unresolved problems. Assessing the process allows you to identify mutual goals and resolve conflict by attacking the problem, not the person. Strengths of negotiation are shared and areas of opening channels for improved communication.

COURSE OBJECTIVES

- Identify the four most common sources of conflict.
- Understand the Conflict Process and learn to set the stage for successful resolution.
- Identify seven characteristics that separate a Principled Negotiator from a soft or hard negotiator.

TDCS POLICY: 5.2

ACA STANDARD: 3 JTS-1D-08, 09,10, 11, 12

DCS POLICY REVIEW

Inservice DCS Officers

FY 2004-2005

A working knowledge of policy is essential for employees of DCS. While employees regularly read and review policies in the workplace, retention of information comes from regular exposure to policy. This course is designed to review DCS policy with trainees through participation in a class activity. This course will cover the following topics: security procedures, supervision of juveniles, and use of force.

COURSE OBJECTIVES

- State the legal implications of following DCS policy.
- List possible disciplinary action that could result from violating policy.
- Relate at least three (3) policies that are not commonly used in the daily operation of a DCS residential facility.

TDCS POLICY: 5.2

ACA STANDARDS: 3-JTS-1D-08, 09, 10, 11, 12,
3-JCRF-1D-09, 10, 11, 12

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Core
FY 2004-2005

Hours -16

Total Hrs. - 8

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8:00- 9:30	I Can't Believe That Happened (1.5)
9:30 - 11:30	Professionalism/Positive Attitude (2)
12:30 - 2:30	Policy Jeopardy (2)
2:30 - 4:30	Write Right (2)
4:30 - 5:00	Training Design (.5)

Total Hrs. - 8

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8:00 - 9:30	Working With Difficult People (1.5)
9:30 - 11:30	No "I" in Team (2)
12:30 - 2:30	STG (Scenario/Game)(2)
2:30 - 4:30	The Great Melting Pot (2)
4:30 - 5:00	Evaluations (.5)

TENNESSEE CORRECTION ACADEMY

In-Service Corporals
Class #
FY 2004-05

Week of:

Hours -32

M O N D A Y	8:00 - 8:15	Orientation (.25)	DiNicola	Total Hours- 10
	8:15 - 11:30	Firearms Lab (3.25)		
	11:30 - 12:30	Lunch		
	12:30 - 1:30	Chemical Agents (1)		
	1:30 - 3:00	Self Defense (1.5)		
	3:00 - 5:00	Use of Force/Restraints (2)		
	5:00 - 6:00	Supper		
	6:00 - 8:00	Wheel of Knowledge (2)		
				Total Hours - 10
T U E S D A Y	8:00 - 12:00	Firearms Qualification (4)		
	12:00 - 1:00	Lunch		
	1:00 - 5:00	CPR (4)		
	5:00 - 6:00	Supper		
	6:00 - 8:00	Write Right (2)		
W E D N E S D A Y	8:00 -10:00	Team Leadership (2)		
	10:00 - 12:00	STG's (2)		
	12:00 - 1:00	Lunch		
	1:00 - 3:00	The Great Melting Pot (2)		
	3:00 - 5:30	Work Ethics (Assert.Trg/Perf.Eval)		
	5:30 - 6:30	Supper		
				Total Hours - 3.5
T H U R S D A Y	8:00 -11:00	Psychology of Influence (3)		
	11:00 - 11:30	Evaluations/Training Design (.5)		
F R I D A Y				

In-Service Adult Security
Class #
FY 2004-05

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -

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Group A

8:00 - 8:15 Orientation
8:15 - 11:30 Firearms Lab (3.25)
11:30 -12:30 **Lunch**
12:30 - 1:30 Chemical Agents (1)
1:30 - 3:00 Self Defense (1.5)
3:00 - 5:00 Use of Force/Restraints (2)
5:00 - 6:00 **Supper**
6:00 - 8:30 Write Right (2.5)

Group B

8:00 - 8:15 Orientation
8:15 - 11:30 Firearms Lab (3.25)
11:30 -12:30 **Lunch**
12:30 - 1:30 Chemical Agents (1)
1:30 - 3:00 Self Defense (1.5)
3:00 - 5:30 Write Right (2.5)
5:00 - 6:00 Supper
5:30 - 6:30 **Supper**
6:30 - 8:30 Use of Force/Restraints (2)

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Group A

6:00 - 6:45 **Physical Training (.75) Option**
8:00 -12:00 Firearms Qualification (4)
12:00 - 1:00 Lunch
1:00 -5:00 CPR (4)
5:00 - 6:00 Supper
6:00 - 8:30 Work Ethics(2.5)

Group B

6:00 - 6:45 **Physical Training (.75) Option**
8:00 -12:00 CPR (4)
12:00 - 1:00 Lunch
1:00 -5:00 Firearms Qualification (4)
5:00 - 6:00 Supper
6:00 - 8:30 Work Ethics(2.5)

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Group A

6:00 - 6:45 **Physical Training (.75) Option**
8:00 - 11:00 Policy Questions (3)
11:00 - 12:00 **Lunch**
12:00 - 2:00 Power of Humor (2)
2:00 - 4:30 The Great Melting Pot (2.5)
4:30 - 5:00 Evaluations/Training Design (.5)
5:00 - 6:00 **Supper**
6:00 - 7:30 **Health and Wellness (1.5) (Option)**

Group B

6:00 - 6:45 **Physical Training (.75) Option**
8:00 - 11:00 STG's
11:00 - 12:00 **Lunch**
12:00 - 2:00 Avoiding Manipulation (2)
2:00 - 4:30 E-TOMIS (2.5)
4:30 - 5:00 Evaluations/Training Design (.5)
5:00 - 6:00 **Supper**
6:00 - 7:30 **Health and Wellness (1.5) (Option)**

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Group A & B

8:00 - 11:00 Wheel of Knowledge (3)

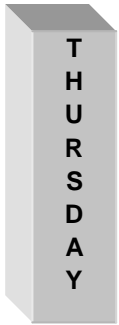
**** Those who elect P.T. as their option on Tuesday/Wednesday will also take the Health and Wellness option and will leave Wednesday night.**

In-Service Adult Security
Class #
FY 2004-05

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -



TENNESSEE CORRECTION ACADEMY

Week of: August 2-6, 2004

August 23-27, 2004

October 4-8, 2004

In-Service Adult Transportation Officers
Class #
FY 2004-05

Hours - 32
Participants:

Total Hrs. - 10.5		
M O N D A Y	8:00 - 8:15	Orientation (.25)
	8:15 - 11:30	Firearms Lab (3.25)
	11:30 - 12:30	Lunch
	12:30 - 1:30	Chemical Agents (1)
	1:30 - 5:00	Firearms Qualification (3.5)
	5:00 - 6:00	Supper
	6:00 - 8:00	STG Update (2)
Total Hrs. - 9		
T U E S D A Y	8:00 - 11:00	Defensive Driving (3)
	11:00 - 12:00	CO Survival (1)
	12:00 - 1:00	Lunch
	1:00 - 5:00	Tactical Shooting (4)
	5:00 - 6:00	Supper
	6:00 - 8:00	Write Right (2)
Total Hrs. - 8.5		
W E D N E S D A Y	8:00 - 12:00	CPR (4)
	12:00 - 1:00	Lunch
	1:00 - 5:00	Scenarios
	5:00 - 6:00	Supper
Total Hrs. - 4		
T H U R S D A Y	8:00 - 10:30	Wheel of Knowledge (2.5)
	10:30 - 11:30	Self Defense (1)
	11:30 - 12:00	Training Design/Evaluations (.5)

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

In-Service Food Service Generic

Class #

FY 2004-05

Week of:

Hours -32

M O N D A Y			Total Hours-8.5
	8:00 - 8:15	Orientation (.25)	DiNicola
	8:15 - 12:30	Foodborne Illness Outbreak (4.25)	General Services
	12:30 - 1:30	Lunch	
	1:30 - 3:00	Self Defense (1.5)	
	3:00 - 5:30	Write Right (2.5)	
T U E S D A Y	5:30 - 6:30	Supper	
			Total Hours - 10.5
	8:00 - 10:00	Avoiding Manipulation (2)	
	10:00 - 12:00	TRICOR/Development of Master Menu (2)	
	12:00 - 1:00	Lunch	
	1:00 - 5:00	CPR (4)	
W E D N E S D A Y	5:00 - 6:00	Supper	
	6:00 - 8:30	Work Ethics (2.5)	
			Total Hours - 9
	8:00 - 11:00	Sanitation/Chemical Safety/Cleanup/OSHA	
	11:00 -12:00	Lunch	
	12:00 - 2:00	Power of Humor (2)	
T H U R S D A Y	2:00 - 4:30	The Great Melting Pot (2.5)	
	4:30 - 5:30	Supper	
	6:00 - 7:30	Health and Wellness (1.5)	
			Total Hours - 4
F R I D A Y	8:00 - 11:30	Wheel of Knowledge (3.5)	
	11:30 -12:00	Evaluations/Training Design (.5)	

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Food Service (Safe Serv Certification)

Hours - 32

Class #

FY 2004-2005

Total Hrs - 8

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8:00 - 8:30	Orientation (.5)	
8:30 - 10:00	Providing Safe Food (1.5)	General Services
10:00 - 12:00	The Micro-World (2)	General Services
12:00 - 1:00	Lunch	
1:00 - 3:00	Contamination & Foodborne Illness (2)	Motlow
3:00 - 5:00	The Safe Food-Handler (2)	Motlow
5:00 - 6:00	Supper	

Total Hrs. - 10

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8:00 - 10:00	Establishing The Food Service Safety Program(2)	Motlow
10:00 - 12:00	Purchasing & Receiving Safe Food (2)	Motlow
12:00 - 1:00	Lunch	
1:00 - 5:00	CPR (4)	TCA Staff
5:00 - 6:00	Supper	
6:00 - 8:00	Protecting Food In Prep & Serving (2)	Independent Study

Total Hrs. - 10

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8:00 - 10:00	Cleaning and Sanitizing (2)	General Services
10:00 - 12:00	Organizing A Cleaning Program (2)	General Services
12:00 - 1:00	Lunch	
1:00 - 3:00	Integrated Pest Management (2)	General Services
3:00 - 5:00	Accident Prevention/Emergency Response (2)	General Services
5:00 - 6:00	Supper	
6:00 - 8:00	Crisis Management (2)	Independent Study

Total Hrs. - 4.0

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8:00 -10:30	Safe Serv Certification (2.5)	General Services
10:30 - 11:30	Training Design (1)	General Services
11:30 - 12:00	Evaluations (.5)	General Services

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Food Service Assistant Mgrs.(Safe Serve Certification)

Hours - 32

Class #

FY 2004-2005

Total Hrs - 10

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8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg.
8:30 - 10:00	Providing Safe Food (1.5)	General Services	
10:00 - 12:00	The Micro-World (2)	General Services	
12:00- 1:00	Lunch		
1:00 - 3:00	Contamination & Foodborne Illness (2)	Motlow	
3:00 - 5:00	The Safe Food-Handler(2)	Motlow	
5:00 - 6:00	Supper		
6:00 - 8:00	Safe Serv Certification Study (2)	Self Study	

Total Hrs. - 8

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8:00 - 10:00	Establishing The Food Service Safety Program(2)	Motlow
10:00- 12:00	Purchasing & Receiving Safe Food (2)	Motlow
12:00 - 1:00	Lunch	
1:00 - 5:00	CPR (4)	
5:00 - 6:00	Supper	

Total Hrs. -10

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8:00 - 10:00	Cleaning and Sanitizing (2)	General Services
10:00 - 12:00	Organizing A Cleaning Program (2)	General Services
12:00 - 1:00	Lunch	
1:00 - 3:00	Integrated Pest Management (2)	General Services
3:00 - 5:00	Accident Prevention/Emergency Response(2)	General Services
5:00 - 6:00	Supper	
6:00 - 8:00	Crisis Management (2)	Independent Study

Total Hrs. - 4

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8:00 - 10:30	Safe Serv Certification (2.5)	General Services
10:30 - 11:30	Training Design (1)	General Services
11:30 - 12:00	Evaluations (.5)	General Services

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Food Service Managers

Class #

FY 2004-05

Hours -16

Participants:

Monday			Total Hrs. - 4
Time	Module	Instructor	Location
1:00 - 1:30	Orientation (.5)	DiNicola	
1:30 - 2:30	Commonly Missed Violations In Inspections (1)		
2:30 - 4:00	Specific Food Borne Illness (1.5)		
4:00 - 5:00	Irradiate Food(1)		

Tuesday	(Lunch 12-1)(Supper 5-6)		Total Hrs. -8
Time	Module	Instructor	Location
8:00 - 12:00	Cook/Chill (4)	General Services	
1:00 - 5:00	CPR (4)		

Wednesday			Total Hours - 4.0
8:00 - 12:00	Departmental Meeting (4)	Val Kolison	

Serving Line In Cafeteria Closes At 6:00 p.m. Each Day

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Correctional Manager
Class #
FY 2004-2005

Hours - 16
Participants:

Monday

Total Hrs. - 8

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8:00 - 12:00 Conflict Resolution Skills (4)
12:00 - 1:00 **Lunch**
1:00 - 3:00 Conflict Resolution Skills (2)
3:00 - 5:00 Wheel of TDOC Knowledge (2)
5:00 - 6:00 **Supper**

Total Hrs. - 8

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8:00 - 12:00 Managing Projects (4)
12:00 - 1:00 **Lunch**
1:00 - 5:00 Achieving Excellence (4)
5:00 - 6:00 **Supper**

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Correctional Counselor/IRC
Class #
FY 2004-2005

Hours - 16
Participants:

Total Hrs. - 8

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8:00 - 12:00	Conflict Resolution Skills (4)
12:00 - 1:00	<i>Lunch</i>
1:00 - 3:00	Conflict Resolution Skills (2)
3:00 - 5:00	Wheel of TDOC Knowledge (2)
5:00 - 6:00	<i>Supper</i>

Total Hrs. - 8

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8:00 - 11:00	Anger Management Skills (3)
11:00 - 12:00	<i>Lunch</i>
12:00 - 3:00	The Psychology of Lying (3)
3:00 - 5:00	Pre-Release Issues (2)
5:00 - 6:00	<i>Supper</i>

TENNESSEE CORRECTION ACADEMY

In-Service
Generic Medical
Class #
FY 2004-2005

Week of:
November 15-19, 2004
March 14-18, 2005
June 13-17, 2005

Hours - 32

M O N D A Y			Total Hrs. - 8.5	
8:00 - 8:30			Orientation (.5)	
8:30 - 12:30			A-Cubed (Mental Health) (4)	
12:30 - 1:30			Lunch	
1:30 - 5:30			CPR/AED (4)	
5:30 - 6:30			Supper	
T U E S D A Y			Total Hrs. - 10.5	
8:00 - 12:00			Child/Infant CPR (4)	
12:00 - 1:00			Lunch	
1:00 - 5:00			Check It Out (Assessment) (4)	Motlow - Belinda King
5:00 - 6:00			Supper	
6:00 - 8:30			Check It Out (Assessment) (2.5)	Motlow
W E D N E S D A Y			Total Hrs. - 8.5	
8:00 - 12:00			Going The Distance (4)	Motlow - Patty Kamyko
12:00 - 1:00			Lunch	
1:00 - 2:00			Going The Distance (1)	Motlow
2:00 - 5:30			The Rhythm of the Beat (2.5)	Motlow- Barbara Bull
5:30 - 6:30			Supper	
T H U R S D A Y			Total Hrs. - 4.5	
8:00 - 12:00			It's Not All About Pills (4)	Motlow-Daniela Vavra
12:00 - 12:30			Evaluations (.5)	Musgrove

TENNESSEE CORRECTION ACADEMY

In-Service IV Therapy

Class #

FY 2004-05

Week of:

Hours -32

Total Hrs. -

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8:00 - 8:30	Orientation	DiNicola	Aud. School Bldg.
8:30 - 12:30	Adult CPR/AED (4)		
12:30 - 1:30	Lunch		
1:30 - 5:30	Infant/Child CPR (4)		

Total Hrs.

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8:00 - 12:00	The Rhythm of the Beat (4)	Motlow - Barbara Bull	
12:00 -1:00	Lunch		
1:00 - 5:00	Going The Distance (4)	Motlow - Patty Kamykoski	
5:00 -6:00	Supper		

Total Hrs.

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8:00 - 12:00	IV Therapy	Motlow - Michelle Lee	
12:00 -1:00	Lunch		
1:00 - 5:00	IV Therapy	Motlow	
6:00 - 7:00	Supper		

Total Hrs.

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8:00 - 12:00	IV Therapy	Motlow	
12:00 -1:00	Lunch		
1:00 - 4:30	IV Therapy/Evaluations (3.5)	Motlow	
4:30 - 5:30	Supper		

Total Hrs.

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TENNESSEE CORRECTION ACADEMY

In-Service
Nurse Mg/Administrator/
CQIC
Class #
FY 2004-2005

Week of:

Hours - 32

Total Hrs - 8.5			
M O N D A Y	8:00 - 8:30	Orientation (.5)	
	8:30 - 12:30	Adult CPR/AED (4)	
	12:30 -1:30	Lunch	
	1:30 - 5:30	Infant/Child CPR (4)	
	5:30 - 6:30	Supper	
Total Hrs. -10			
T U E S D A Y	8:00 - 12:00	Conflict Resolution (4)	TCA
	12:00 -1:00	Lunch	
	1:00 - 5:00	Conflict Resolution (4)	TCA
	5:00 -6:00	Supper	TCA
	6:00 -8:00	Motivational Leadership (2)	TCA
Total Hrs. - 9.5			
W E D N E S D A Y	8:00 - 12:00	Conflict Resolution(4)	TCA
	12:00 -1:00	Lunch	
	1:00 - 5:00	Conflict Resolution (4)	TCA
	5:00 - 6:00	Supper	
	6:00 - 7:30	"Whale Done"	TCA
Total Hrs. - 4			
T H U R S D A Y	8:00 - 11:30	Actions Under Oath (3.5)	Motlow
	11:30 - 12:00	Evaluations (.5)	Musgrove

TENNESSEE CORRECTION ACADEMY

In-Service BTLS
(Basic Trauma Life Support)
Class #
FY 2004-2005

Week of:
October 25-29, 2004
January 31-February 4, 2005
April 4-8, 2005

Hours - 32

Total Hrs. - 8.5			
M O N D A Y	8:00 - 8:30	Orientation	
	8:30 - 12:30	Adult CPR/AED (4)	
	12:30 - 1:30	Lunch	
	1:30 - 5:30	Infant/Child CPR (4)	
	5:30 - 6:30	Supper	
Total Hrs. - 8			
T U E S D A Y	8:00 - 12:00	Basic Trauma Life Support	Motlow - Carol Parsons
	12:00 - 1:00	Lunch	
	1:00 - 5:00	Basic Trauma Life Support	Motlow
	5:00 - 6:00	Supper	
Total Hrs. - 8			
W E D N E S D A Y	8:00 - 12:00	Basic Trauma Life Support	Motlow
	12:00 - 1:00	Lunch	
	1:00 - 5:00	Basic Trauma Life Support	Motlow
	5:00 - 6:00	Supper	
Total Hrs. - 7.5			
T H U R S D A Y	8:00 - 12:00	Basic Trauma Life Support	Motlow
	12:00 - 1:00	Lunch	
	1:00 - 4:30	Basic Trauma Life Support/Eval.	Motlow

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32

In-Service Children's Services Officers

Class #

FY 2004-2005

M O N D A Y	Total Hrs. - 6	
	12:00 - 12:30	Orientation/Opening Activities (.5)
	12:30 - 3:00	Conflict Resolution (Interpersonal Communication)(2.5)
	3:00 - 4:00	DCS Practice Model Overview (1)
	4:00 - 5:00	HIV/AIDS/Blood Borne Pathogens (1)
	5:00 - 6:00	Supper
	6:00 - 7:00	Medications Our Students May Be Taking(1)
T U E S D A Y	Total Hrs. - 10	
	8:00 - 11:00	NVCI Refresher (3)
	11:00 - 12:00	Lunch
	12:00 - 1:30	Sexual Harassment (1.5)
	1:30 - 3:00	Mental Health Issues Students May Experience(1.5)
	3:00- 5:00	Policy Review Board (2)
	5:00 - 6:00	Supper
	6:00 - 7:00	Counseling Techniques (1)
W E D N E S D A Y	Total Hrs. - 9	
	8:00 - 12:00	Therapeutic Control and Intervention (4)
	12:00 - 1:00	Lunch
	1:00 -2:00	Suicide/Signs/Symptoms of MR/MI/Chem. Dep.(1)
	2:00 - 4:00	Recognition/Warning That Students Have Been Abused(2)
	4:00 - 5:00	Cultural Diversity (1)
	5:00 - 6:00	Supper
	6:00 - 7:00	Cultural Diversity Continued (1)
T H U R S D A Y	Total Hrs. - 7	
	8:00 - 12:00	CPR (4)
	12:00 - 1:00	Lunch
	1:00 - 3:30	Students With Mental Health Issues (2.5)
	3:30 - 4:00	Training Needs Assessments/Evaluations (.5)

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32

In-Service Children's Services Managers

Class #

FY 2004-2005

Monday

Total Hrs. - 6.5

12:00 - 12:30 Orientation/Opening Activities (.5)
12:30 - 3:30 Handling The Difficult Employee(3)
3:30 - 4:30 Review of Juvenile Justice System (1)
4:30 - 5:30 **Supper**
5:30 - 6:30 Suicide/Signs/Symptoms of MR/MH/Chem.Dep(1).
6:30 - 7:30 HIV/Universal Precautions/Blood Borne Pathogens(1)

Tuesday

Total Hrs. - 9.5

8:00 - 11:00 NVCI Refresher (3)
11:00 - 12:00 **Lunch**
12:00 - 1:30 Sexual Harassment/Work Place Respect (1.5)
1:30 - 3:00 Mental Health Issues Students May Experience(1.5)
3:00 - 5:00 General Management: Labor Laws/Relationships with Other Agencies(2)
5:00 - 6:00 **Supper**
6:00 - 7:30 Recognition of Child Abuse (1.5)

Wednesday

Total Hrs. - 10

8:00 - 12:00 Therapeutic Control and Intervention (4)
12:00 - 1:00 **Lunch**
1:00 - 3:00 Work Place Culture (2)
3:00 - 4:00 Medications Our Students May Be Taking (1)
4:00 - 5:00 DCS Practice Model - An Overview (1)
5:00 - 6:00 **Supper**
6:00 - 7:00 Interviewing Techniques (1)
7:00 - 8:00 Juvenile Justice Overview (1)

Thursday

Total Hrs. - 6

8:00 - 12:00 CPR (4)
12:00 - 1:00 **Lunch**
1:00 - 3:30 Promoting Positive Teamwork In The Workplace(1.5)
3:30 - 4:00 Training Needs Assessments/Evaluations (.5)

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32

In-Service Children's Services Residential Case Managers

Class #

FY 2004-2005

M O N D A Y	Total Hrs. - 6	
	12:00 - 12:30	Orientation/Opening Activities (.5)
	12:30 - 3:00	Conflict Resolution (Interpersonal Communication)(2.5)
	3:00 - 4:00	DCS Practice Model Overview (1)
	4:00 - 5:00	HIV/AIDS/Blood Borne Pathogens (1)
	5:00 - 6:00	Supper
	6:00 - 7:00	Medications Our Students May Be Taking(1)
T U E S D A Y	Total Hrs. - 10	
	8:00 - 11:00	NVCI Refresher (3)
	11:00 -12:00	Lunch
	12:00 - 1:30	Sexual Harassment (1.5)
	1:30- 4:30	Mental Health Issues Students May Experience(1.5) Motlow
	4:30 - 5:30	Supper
	5:30 - 6:30	Counseling Techniques (1)
W E D N E S D A Y	6:30 - 7:30	Searches (1)
	Total Hrs. - 9	
	8:00 - 12:00	Therapeutic Control and Intervention (4)
	12:00 - 1:00	Lunch
	1:00 -2:00	Suicide/Signs/Symptoms of MR/MI/Chem. Dep.(1)
	2:00 - 4:00	Recognition/Warning That Students Have Been Abused(2)
	4:00 - 5:00	Cultural Diversity (1)
T H U R S D A Y	5:00 - 6:00	Supper
	6:00 - 7:00	Cultural Diversity Continued (1)
	Total Hrs. - 7	
	8:00 - 12:00	CPR (4)
	12:00 - 1:00	Lunch
	1:00 - 3:30	Students With Mental Health Issues (2.5)
	3:30 - 4:00	Training Needs Assessments/Evaluations (.5)

FY 2004-2005

TENNESSEE CORRECTION ACADEMY

REVISION DATE: June 3, 2004

June 28 July 2	#1 July 6-9	Parole July 12-16	July 19-23	July 26-30	Aug. 2-6	Aug. 9-13	Aug. 16-20	Aug. 23-27	Aug. 30 Sept. 3	#2 Sept. 7-10	Sept. 13-17	Sept. 20-24	Sept. 27 Oct. 1	Parole Oct. 4-8	Oct. 11-15	Oct. 18-22	Oct. 25-29	Nov. 1-5	#3 Nov. 8-11	Nov. 15-19	#4 Nov. 22-24	Nov. 29 Dec.3	Dec. 6-10	Dec. 13-17	#5 Dec. 20-24
516		501					503					505					507								
517				502				504				506				508									
601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621		622	623	624	625
AS	C	AS	AS	AS	ASC	AS	AS	ASC	AS	AS	ASC	AS	AS	ASC	AS	AS	ASC	AS	AS	AS		AS	ASC	AS	AS
CSO	CAI	FS	CSO	LD1	ATO	CSO	CTT	ATO	CSO	CTC	CCN	CSO	CTB	ATO	FI	CCN	C	BTLS	CSM	CCN		NST	IV	CSO	CCN
	FTO		LLI	NFTO	T4T	NSTC		FSS		M	FS	CTB	GCS	CSM	GHS	NM	CSO	FSH	RRC	M			LD2		
	WV										NST	JJCM	HN	RCM		RSA				MED			RCM		
											VA														

#6 Dec. 27-31	Jan. 3-7	Parole Jan. 10-14	#7 Jan. 18-21	Jan. 24-28	Jan. 31 Feb. 4	Feb. 7-11	Feb. 14-18	#8 Feb. 22-25	Feb. 28 Mar. 4	Mar. 7-11	Parole Mar. 14-18	#9 Mar. 21-24	Mar. 28 Apr. 1	Apr. 4-8	Apr. 11-15	Apr. 18-22	Apr. 25-29	May 2-6	May 9-13	May 16-20	May 23-27	#10 May 31 June 3	June 6-10	June 13-17	June 20-24
508		510					512					514					516								
509				511				513				515				517									
626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	
ASC	AS	AS	ASC	AS	AS	ASC	AS	AS	ASC	AS	AS	ASC	AS	AS	ASC	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
C	ATO	RCM	FSH	BTLS	CSO	FS	ATO	CH	LD1	JJCM	CSO	CC	BTLS	FI	DBT	CW	CTB	CSO	LD2	HR	CCN	CW	CSO	FSS	
CCN	CSM		NST	LD2	CCN	TDT	CCN	NSTC	M	MED	RRC	PM	FSA	GCS	NST	CSM	FS	CTB	SO	C		FSM	MED	NST	
M										RSA	VA		SAN	PR	RCM		IJC	IV	HNU			GCS			

HOLIDAYS

#1 JULY 4TH

#2 LABOR DAY

#3 VETERAN'S DAY

#4 THANKSGIVING

#5 CHRISTMAS

#6 NEW YEAR'S DAY

#7 MARTIN LUTHER KING'S B'DAY

#8 WASHINGTON'S BIRTHDAY

#9 GOOD FRIDAY

#10 MEMORIAL DAY

CORRECTION		CHILDREN'S SERVICES		SPECIALIZED TRAINING SCHOOLS	
AS	ADULT SECURITY - 36 TIMES - 32 HRS.	CSM	CHILDREN'S SERVICE MANAGERS - 4 TIMES-32 HRS.	ATO	ADULT TRANSPORTATION OFFICER - 5 TIMES - 32 HRS.
ASC	ADULT CORPORALS - 12 TIMES - 32 HRS.	CSO	CHILDREN'S SERVICE OFFICERS - 11 TIMES- 32 HRS.	BTLS	BASIC TRAUMA LIFE SUPPORT - 3 TIMES - 32 HRS.
CH	CHAPLAINS - 1 TIME - 16 HRS.	FS	FOOD SERVICE GENERIC - 4 TIMES - 32 HRS.	C	COMPUTER TRAINING - 8 TIMES - 16 HRS(MON.1:00 - WED NOON)(WED1:00 - FRI.NOON)
FS	FOOD SERVICE GENERIC - 4 TIMES- 32 HRS.	FSA	FOOD SERVICE ASST. MGRS. - 1 TIME - 32 HRS.	CW	COMMISSARY/WAREHOUSE TRG. - 2 TIMES - 16 HRS.(WED.1:00-FRI NOON)
FSA	FOOD SERVICE ASSISTANT MANAGERS - 1 TIME-32 HRS.	GHS	FOOD SERVICE FOR GROUP HOME STEWARDS- 1TIME- 40 HRS.	CAI	CHEMICAL AGENTS INSTRUCTOR - 1 TIME - 16 HRS. (TUES-WED.)
FSH	FOOD SERVICE (HACCP)-2 TIME - 32 HRS.	FSH	FOOD SERVICE (HACCP)-2 TIMES - 32 HRS.	CC	CLASSIFICATION COORDINATORS - 1 TIME - 16 HRS.
FSM	FOOD SERVICE MANAGERS - 1 TIME - 16 HRS. (Mon-Tues)	FSM	FOOD SERVICE MANAGERS. - 1 TIME - 16 HRS. (Mon-Tues)	CCN	CORRECTIONAL COUNSELORS - 8 TIMES - 16 HRS. (WED. 1:00 - FRI. NOON)
FSS	FOOD SERVICE (SERV SAFE) 2 TIME - 32 HRS.	FSS	FOOD SERVICE (SERV SAFE) 2 TIMES - 32 HRS.	CTB	CERT TEAM TRAINING - BASIC - 2 TIMES - 80 HRS.
M	MAINTENANCE- 4 TIMES - 16 HRS. (WED.1:00 - FRI. NOON)	JJCM	JUVENILE JUSTICE CASE MANAGERS - 2 TIMES - 20 HRS.	CTC	CERT TEAM COMMANDERS - 1 TIME - 24 HRS.
MED	MEDICAL (GENERIC) - 3 TIMES -32 HRS.	M	MAINTENANCE - 4 TIMES - 16 HRS.(WED. 1:00 - FRI. NOON)	CTT	CORE TRAIN THE TRAINER - 1 TIME - 16 HRS.
RSA	RECREATIONAL SPECIALISTS/ASSISTANTS - 2 TIMES - 16 HRS.(WED.1:00-FRI NOON)	MED	MEDICAL(GENERIC) - 3 TIMES -32 HRS.	DBT	DISCIPLINARY BOARD TRAINING - 1 TIME - 20 HRS. (WED. 8:00 - FRI. NOON)
SO	SAFETY OFFICERS - 1 TIME - 24 HRS.	RCM	RESIDENTIAL CASE MANAGERS - 4 TIMES - 32 HRS.	FI	FIREARMS INSTRUCTOR PROGRAM - 2 TIMES - 40 HRS.
		RSA	RECREATION SPECIALIST/ASSISTANTS- 2 TIMES- 16 HRS.(WED.1:00-FRI.N	FTO	FIELD TRAINING OFFICER UPDATE - 1 TIME - 8 HRS.(Thurs.1:00 - Fri. noon)
		S0	SAFETY OFFICERS - 1 TIME - 24 HRS.	GCS	GROUP COUNSELING SKILLS - 3 TIMES - 16 HRS.(WED.1:00-FRI NOON)
		TDT	TRAINING DESIGN TEAMS - 1 TIME - 16 HRS.	HN	HOSTAGE NEGOTIATORS SCHOOL - 1 TIME - 40 HRS.
				HNU	HOSTAGE NEGOTIATORS UPDATE - 1 TIME - 20 HRS. (Wed 8:00 - Fri. noon)
				HR	HEALTH RECORDS - 1 TIME - 16 HRS.(WEDNESDAY/THURSDAY)
				IJC	INMATE JOB COORDINATORS - 1 TIME - 16 HRS.
				IV	IV THERAPY - 2 TIMES - 32 HRS.
				LD1	LEADERSHIP TDOC BASIC - 2 TIMES - 40 HRS.
				LD2	LEADERSHIP TDOC PART 2 -3 TIMES - 40 HRS.
				LLI	LESS LETHAL INSTRUCTOR PROGRAM - 1 TIME - 24 HRS.(MON-WED)
				NFTO	NEW FIELD TRAINING OFFICER TRAINING T4T - 1 TIME - 16 HRS.(Wed. 1:00 - Fri. noon)
				NM	NURSE MANAGERS/CQ/IC COORDINATORS - 1 TIME - 32 HRS.
				NST	NEW SUPERVISOR TRAINING - 5 TIMES - 40 HRS.
				NSTC	NEW SUPERVISOR TRAINING FOR TDCS-2 TIMES - 32 HRS.
				PM	PROPERTY/MAILROOM - 1 TIME - 16 HRS.(WED.1:00-FRI NOON)
				PR	PRE-RELEASE TRAINING - 1 TIME - 24 Hrs.(Mon.Noon - Thurs. Noon.)
				RRC	RADIO REPAIR & COMMUNICATION PROCEDURES - 2 TIMES- 24 HRS.
				SAN	SANITATION TRAINING - 1 TIME - 8 HRS. (THURSDAY 8:00 - 5:00)
				T4T	TRAIN THE TRAINER - 1 TIME - 40 HRS.
				TDT	TRAINING DESIGN TEAMS - 1 TIME - 16 HRS. (TDOC - INCLUDES MEDICAL & TDCS)
				VA	VICTIMS AWARENESS - 2 TIMES - 4.0 HRS. (THURS. 1:00 - 5:00)
				WV	WORKPLACE VIOLENCE - 1 TIME - 4.0 HRS. (THURS. 1:00 - 5:00)